

Move Coordination

Moving Requirements

- Appoint a Move Captain to coordinate the move with your tenants and the outside movers. The Move Captain needs to make sure that the tenants have completed packing per the instructions below. The Move Captain must be at the originating site to make sure everything that was intended to be moved has been picked up. They must also be at the destination when the movers unload to make sure items end up at the correct locations. They must provide any other specific instructions to the movers for items to be relocated that will not be obvious to the move crew.
- Tenants are to box office contents and label the boxes with the move destination. Place the labels on the side of the boxes in the designated area. (Do not place labels on the top of boxes.)
- Disconnect all cables and periphery devices from your PC. Label the CPU and monitor. Place the mouse, keyboard, speakers, surge protectors and all cables in the plastic bags provided. Label the plastic bag.
- Label any large items you wish to take.
- You may move any personal items that you do not wish the movers to handle.
- Please dispose of any items which are considered trash and recycling appropriately. Contact recycle-q@asu.edu to arrange for extra 95 gallon toter bins or and arrange for pick-ups. Contact FACMAN to arrange for large waste containers. Please E-mail the number of recycling toter bins and garbage bins required along with the building and room number where you need them placed.
- Providing individual recycling bins will be the responsibility of the department. Seven and 23 gallon containers can be purchased from Staples via Sunrise.
- Tenant requests should be routed through a designated department contact to avoid confusion, delays and unnecessary project expense.

Key Requests

- Each tenant must fill out a Key Request form. The form must have the requestors 10 digit ASU Affiliate ID Number (e.g., 1000xxx or 1200xxx) The form must also be signed and dated by the requestor.
- Departments may batch their key requests. Contact Amanda Nevarez at DPS (480) 965-6090.

Telephones

- Departmental Staff - A Telephone Services Request (TSR) is required to move/change phones. Please be sure the information has been provided to either Telephone Services in the form of a TSR or the Dean's Office Facilities group for submittal to Telephone Services.

- Phones will be moved by Telephone Services. Do not disconnect, move or pack your phone. Telephone Services needs them in place to transfer the phone numbers.
- Telephones will be transferred and operational the day of the move.
- Please identify any fax machines on the TSR so that there will not be any disruption of service. Fax machines should have also been previously identified on the plan to ensure access to a phone jack

Copiers/Printers/All-in-one machines

- If the copier is a rented machine please contact Business Services a couple weeks prior to the move to schedule the move of the machine on move day.
- The location of the any networked printers, copiers, fax machines, or all-in-one printer/copier/fax machines should be identified on the plan to ensure adequate power, data and/or phone line.

Computers

- Tenants should disconnect their own PCs and pack them per the instructions noted above. The computers will be reconnected with assistance from UTO.

Furnishings

- Please leave the furniture in your existing offices. The office where you will be moving will be furnished. We will ensure that every office has a desk and desk chair.
- Garbage cans will be provided when possible within the project budget, otherwise tenants should label them for the movers.
- Keyboard trays will not be installed prior to the move. This tends to be a very user specific request, so we will wait until two weeks after occupancy to order one installation of keyboard trays. Requests after this installation are the responsibility of the department. We can provide keyboard trays from our inventory, but cannot track and coordinate installation on an individual basis.

Mail Services

- Departmental Staff – If your mail delivery location will be changing, please update your information with University Mail Services. Please contact **ASU University Mail Services at mailasu@asu.edu or 480.965.6522**